

**DUTY STATEMENT**

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**Current/Proposed**

**DUTY STATEMENT**

Employee Name: VACANT	Current Date: April 2023
Classification: Air Pollution Specialist	Position #: 673-400-3887-019
Division/Office: Transportation and Toxics	CBID: R09
Section: Freight Approvals	
Supervisor Name: Robin Pritchard	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict-of-Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Freight Approvals Section develops and implements certification, verification, and other approval procedures for freight technologies capable of zero and near-zero emission operation and retrofit control technologies for a wide variety of freight and stationary sources, including but not limited to ocean-going vessels, harbor craft, cargo handling equipment, locomotives, stationary diesel engines, and transport refrigeration units. The Section coordinates with freight and other regulatory groups throughout the agency in establishing fee schedules for approvals of new technologies. Additionally, the Section is tasked with assisting in developing new control measures and implementing existing control measures for categories such as stationary diesel engines and freight equipment categories such as cargo handling equipment.

CONCEPT OF POSITION: Under the supervision of the section manager, the Air Pollution Specialist applies scientific methods and principles in the identification, study, and solution of air pollution problems. Incumbents design, conduct, and evaluate air monitoring, investigation and control programs, and motor vehicle test programs; develop and validate air quality simulation models; collect, analyze, and evaluate data on the effects of air pollutants on human health, vegetation, wildlife, water supplies, and other aspects of the environment; assess the impacts of new emission sources; collect and analyze vehicle test data to determine compliance with current regulations; conduct and evaluate air monitoring programs, design storage, and retrieval systems for emissions and aerometric data; coordinate air pollution control programs with other public agencies; develop regulatory measures and implementation plans and procedures for air pollution and vehicle emission control; enforce compliance with air quality standards; prepare feasibility studies and compute the cost effectiveness of proposed standards and control measures; and develop trend data of air pollution from mobile and stationary sources in relation to various factors. The incumbent may also represent the Air Resources Board in various joint operations, speak before groups, answer inquiries, and prepare reports and correspondence.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Assist staff activities for development of new freight related measures and implementation of the existing measures and regulations such as the Cargo Handling Equipment Regulation and the Stationary Engine Air Toxic Control Measure. Activities include assisting the Enforcement Division (ED) with maintaining inventory databases and evaluating compliance path adherence. Also, working with industry and ED to respond to questions and issues regarding rule compliance, technical evaluation, of compliance options and verifying rule compliance. Activities included reviewing and analyzing industry inventory database information and annual reports to

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	determine compliance status in support of ED settlement activities. Evaluate and improve emissions inventories using available emission inventory data and evaluate emissions from specific source categories to support rulemaking and other control measure activities.
25%-E	Work collaboratively with other CARB sections, branches, and divisions to identify needs for, and develop regulations, methodologies or procedures to approve zero and near-zero emission freight equipment and powertrains. Identify program needs by participating in discussions with other groups at CARB and other agencies that approve for funding, verify, approved or certify zero and near zero-emission and combustion-powered freight equipment categories. Approval development work will include the following: developing concepts and participating in public workshops with stakeholders; preparing clear and concise staff reports, technical support documents, and rulemaking materials per CARB and Administrative Procedures Act requirements; and assisting the development and presentation of materials at both public workshops and Board meetings.
20%-E	Work with management and colleagues with engineering expertise to evaluate and review approval applications for completeness and compliance with applicable regulations. Prepare internal memorandums documenting staff analyses and decisions on applications for technology verification, certification, or approval. Draft and issue external written communications to applicants based on CARB's determinations. Maintain a working scientific knowledge of freight technologies, knowledge and awareness of existing local, state, and federal regulations impacted or related to approved zero and near-zero freight technologies. Work closely with CARB legal staff on drafting Executive Orders that will be issued to approve technology meeting applicable CARB verification, approval, or certification regulations. Assist with website updates and document remediation to meet Americans with Disabilities Act (ADA) requirements.
20%-E	Assist with extramural contracts to support the development of technology approval processes. Perform public access and transparency tasks, such as responding to Public Records Act requests, developing informational fact sheets to help communicate complex regulatory requirements, and facilitate other external communications. Participate in public meetings, including but not limited to CARB workshops and environmental justice community meetings to ensure CARB regulatory staff are aware of the needs of disadvantaged communities, are promoting equity among all residents of the state, and that CARB's actions are aligned with the goals of AB 617. Travel within California for any job-related duty as requested by management, including but not limited to attending public workshops, performing outreach, and assisting with implementation and compliance of freight approval regulations. Maintain professional, courteous relationships with internal co-workers and management, and all external stakeholders.
5%-M	Assist the section manager in planning, organizing, and implementing special projects as assigned by Branch and Division management to support the development and implementation of air quality related programs.